

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA	X			
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC				
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/OLL		X		
14	D/PAO		X		
15	VC/NIC		X		
16	D/Pers		X		
17					
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22					
SUSPENSE		Date			

Remarks To # 6: For direct response please, with info copy to ES. Nominations must be received by 15 Aug 85.

3637 (10-81)

Date



FEDERAL EXECUTIVE INSTITUTE ALUMNI ASSOCIATION

Post Office Box 304 • McLean, Virginia • 22101

May 24, 1985

EXECUTIVE REGISTRY
85- 2170

PERSONNEL OFFICE
85-0291

The Federal Executive Institute Alumni Association (FEIAA) is requesting nominations for its "Executive of the Year" award for 1985.

This award is given annually at the time of the Association's fall banquet to an outstanding Federal executive and an outstanding State or Local executive selected by the FEIAA Board of Directors. The purpose of the award is to recognize extraordinary achievement in executive management and leadership at Federal, State and Local government levels. The criteria used to evaluate the nominations are enclosed.

In the past two years the Federal executives selected were Kenneth H. Fletcher, Chief Postal Inspector, Washington, D.C. and Walter L. Dowdle, Director of the Center for Infectious Diseases, Public Health Service, Atlanta, Georgia. Rubin Valdez, Executive Director of the Colorado Department of Labor and Employment and Dee Maynard, Commissioner of the Department of Personnel for the State of Kentucky were the State executives selected.

Nomination procedures are described in the enclosure. To be considered for the 1985 award, nominations must be received by August 15.

The FEIAA will pay travel and lodging expense to Washington, D.C. for the awardees and spouses to attend the FEIAA banquet at which time the awards will be presented.

We request your consideration of this invitation and hope you will join us in this effort to recognize managerial excellence by nominating your outstanding executive.

Michael D. Serlin
Michael D. Serlin
President

Enclosure



**The President of the
Federal Executive Institute
Alumni Association
announces the competition
for the fifth annual**



Executive of the Year Award • 1985

AWARD This honorary award, made annually to one or more individuals, recognizes extraordinary achievements in executive management and leadership.

The Federal Executive Institute is one of the primary institutions for developing executive leaders in federal, state and local governments.

The FEIAA, which fosters the Institute's programs and goals, sponsors this award to encourage and recognize excellence in the management of government.

AWARD CRITERIA Leadership of an organization which produced a major innovative achievement resulting in high quality public service.

Leadership of an organization during a period where service to the public was significantly improved in the areas of efficiency, economy and effectiveness due to the efforts and leadership of the nominee.

Extraordinary results of a particularly sensitive and difficult executive assignment of major importance that has been achieved through great personal initiative, commitment, effort, and competence.

NOMINATION PROCESS Nominations are invited from the heads of federal agencies, Governors, and Chief Executive Officers of local governments. A nominee for the award must be a career executive or have been a career executive currently serving in federal, state or local government. Individuals must be nominated by someone in a higher level of authority in the same agency or department.

Nominations should follow the format below:

1. A cover letter giving name, address, phone, title, and organization of nominee and nominator.
2. A brief biography of nominee.
3. A narrative not to exceed three (3) pages in length stating the basis for the nomination, including honors, awards or other recognition.
4. Name, address, phone, title and organization of three (3) references who can attest to the nominee's executive performance. Nominees need not be graduates of the FEI or members of the FEIAA.

Nominations should be sent to FEIAA Executive of the Year Committee, Post Office Box 304, McLean, Virginia, 22101.

Nominations must be received by 15 August 1985. Questions may be directed to Chairman:

Joseph M. DeBose (202) 447-9419 or
Sherman L. Naidorf (202) 389-2275.

SELECTION COMMITTEE FEIAA
Executives of the Year will be selected by a Committee composed of five persons (including the chair). Three will be members of the FEIAA. The other members will include one from public administration academia and one senior executive from state or local government.

AWARD PRESENTATION Awards will be presented at the FEIAA Fall dinner meeting on November 19, 1985. The FEIAA will pay travel and lodging expenses for the awardees and spouses to attend the awards ceremony.

Michael D. Serlin
President, FEIAA

1984 FEIAA EXECUTIVE OF THE YEAR AWARD RECIPIENTS:

FEDERAL:

Kenneth H. Fletcher
Chief Postal Inspector
United States Postal Service
Washington, D.C.

STATE/LOCAL:

Ruben A. Valdez
Executive Director
Colorado Department of
Labor and Employment
Denver, Colorado